

**Minutes of the 3rd Neighbourhood Plan Steering Group meeting held on
Wednesday 18th October 2017 at 7:00pm in Kelsale Village Hall,
Committee Room**

Present: Cllr Chris Burslem (Chairman)
Cllr Ray Ellis [REDACTED]
[REDACTED] Cllr John Pulham
[REDACTED]
Kirsten Hecktermann [REDACTED]
[REDACTED] Cllr Edwina Galloway

In attendance: [REDACTED] – Clerk to the Council. There were 3 members of the public in attendance.

1. Chairman's welcome and opening remarks

The Chairman welcomed all whom had attended and introductions were carried out.

2. Apologies for absence

Apologies were accepted from [REDACTED], [REDACTED], Cllr Claire Buttle and Cllr Keith Dickerson.

3. Declaration of Interests

Cllrs Ellis declared a Pecuniary Interest in SCDC's Consultation regarding the potential sites for development.

4. To approve the minutes of the Steering Group meeting held on Wednesday 20th September 2017

A copy of the draft minutes had been circulated to all members. These were **Unanimously** Proposed for **Approval**. The minutes were duly signed by the Chairman as a true record.

5. Matters arising from the Steering Group meeting held on Wednesday 20th September 2017 and to update the Action List

The Action List was updated accordingly. Concerns were raised regarding the Facebook Page and members asked was this the main page for advertising the NPSG. The Clerk advised all formal details regarding the Neighbourhood Plan Steering Group were available within the Parish Council's website.

6. To Approve the draft amended Constitution

A copy of this document had been circulated to all members. [REDACTED] asked for clarification regarding some aspects of the document. Subject to minor amendments the constitution was Proposed for **Approval** by Cllr John Pulham, Seconded by Cllr Edwina Galloway. **The Constitution was duly Adopted.**

7. To receive an update on the recent meeting held with Ian Galloway regarding the project timescale and plan

The Chairman and the Clerk gave details regarding the recent meeting held with [REDACTED] including the points raised and recommendations suggested by [REDACTED]. Cllr Ellis volunteered to assist with engaging with the youth aged between 14-17 and [REDACTED] volunteered to engage with the mid 20's. [REDACTED] asked for clarification regarding the Vision Statement to which the Clerk provided information. [REDACTED] asked for further details regarding timescales for the project.

The Chairman advised that he hoped the Neighbourhood Plan could be compiled within 18 months to 2 years. [REDACTED] suggested the Neighbourhood Plan could be consultancy led to enable the final plan to be achieved more quickly. The Chairman provided clarification in respect of the additional costings for these services. [REDACTED] urged members to respond to the current Review of the Local Plan Consultation.

8. SCDC Local Plan Review and to receive an update on the 1-2-1 meeting held with SCDC

The Chairman provided details regarding a meeting in which himself, Cllr Galloway and Cllr Pulham had attended on 18th October 2017. He gave details regarding timings for the completion of the review of SCDC's Local Plan. The Chairman advised that [REDACTED] from SCDC had stated he would be willing to attend a future NPSG meeting at Kelsale. [REDACTED] suggested the outcomes of the Parish Plan should feed into this document. Cllr Ellis gave details regarding the process for the Call out for Sites Consultation and the sites entered within the review of the Local Plan Consultation. There was a discussion regarding the sites submitted for possible development and [REDACTED] gave details regarding the land within and surrounding Kelsale-cum-Carlton. Cllr Pulham gave details regarding site 1020 and confirmed he would supply details regarding this land at the next meeting and stated this site has plans to be allocated as a housing estate. **Action 8.1 – Cllr Pulham to provide details regarding site 1020.** The Clerk asked the Chairman if they had asked for any clarification regarding the number of homes at Carlton Meres being included within the Parishes housing stock. The Chairman stated that SCDC had not provided any details in respect of the questions asked in respect of Carlton Meres. There was a discussion regarding Carlton Meres Country Park and Cllr Ellis confirmed a meeting was due to be held at Carlton Meres with Parish Council and Park Holidays representatives. A member of the public [REDACTED] raised concerns regarding lack of enforcement carried out by SCDC in respect of this site. He also provided details of some past history regarding planning applications submitted.

9. The next steps:-

The Chairman provided details regarding the three working groups, as follows:-

Housing, Development & Tourism – To consist of Cllr Ray Ellis, [REDACTED] and [REDACTED]

Conservation & Environment – To consist of Cllr Claire Buttle, [Kirsten Hecktermann](#), [REDACTED] and Cllr Edwina Galloway.

Business & Commercial – To consist of Cllr John Pulham, [REDACTED], [REDACTED] and [REDACTED]

Cllr Galloway asked for clarification as to whom the permanent Steering Group members were. The Chairman asked for a raise of hands from those in attendance willing to be permanent Steering Group members. Cllrs Chris Burslem, John Pulham, Ray Ellis, Edwina Galloway and Claire Buttle along with [REDACTED] volunteered to be permanent Steering Group members. [REDACTED] asked if he could be kept informed of the Neighbourhood Plan progress but stated unfortunately he could not commit to be part of the Steering Group or a working group. The Chairman advised Terms of Reference would be drawn up for each working group. **Action 3.2 – Chairman and Clerk to compile Terms of Reference for working groups.**

It was agreed that an Open Public Meeting should be held within the next quarter to which the Chairman provided details. Cllr Galloway reported the 2nd consultation in respect of the proposed Conservation Area may also be held around this time.

10. Any other business

It was agreed a Public Forum item would be added to future agendas.

11. Date of next meeting

The next Steering Group meeting will be held on Wednesday 22nd November 2017 at 7:00pm.

There being no further discussion the Chairman formally closed the meeting at 9:00pm

Signed:.....

Dated:.....